

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6940	Effective Date: March 18, 2001	Index Reference: Selection, Position Vacancies, Applicant Pool	Regulation Number: 3.04
Issuing Bureau: Human Resource Services	Rule Reference: Rules 1-6 (Merit, Efficiency, and Fitness) 1-7 (Equal Employment Opportunity) 1-8 (Prohibited Discrimination) 3-1 (Examinations) 3-2 (Applicant Pools and Recall Lists) 3-3 (Appointments and Job Changes)	Replaces: Reg. 3.02 (CS-6913, March 17, 2000) Reg. 3.04 (CS-6913, March 17, 2000) Reg. 3.06 (CS-6877, May 18, 1998)	
Subject: SELECTION OF EMPLOYEES FOR POSITION VACANCIES FROM AN AGENCY CREATED APPLICANT POOL			

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1. PURPOSE

This regulation establishes standards and practices to be used when considering and selecting candidates for vacant positions from agency created applicant pools.

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This regulation provides a foundation for establishing sound personnel practices that result in a meritorious, job-related selection process.

2. CIVIL SERVICE RULE REFERENCE

Rule 1-6 Merit, Efficiency, and Fitness

All appointments and promotions to positions in the classified service, all measures for the control and regulation of employment in classified positions, and all separations from classified positions shall be based on merit, efficiency, and fitness, as provided in the civil service rules and regulations.

Rule 1-7 Equal Employment Opportunity

The department of civil service and each appointing authority shall provide equal employment opportunity in the state classified service for all persons in accordance with the civil service rules and regulations.

Rule 1-8 Prohibited Discrimination

1-8.1 Prohibited Discrimination. *The department of civil service or an appointing authority shall not do any of the following:*

- (a) Fail or refuse to hire, recruit, or promote; demote; discharge; or otherwise discriminate against a person with respect to employment, compensation, or a term, condition, or privilege of employment, because of religion, race, color, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.*
- (b) Limit, segregate, or classify an employee or applicant for employment in a way that deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of religion, race, color, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.*

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Rule 3-1 Examinations

3-1.1 Authority. *The department of civil service shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.*

3-1.2 Content and Method. *Appraisal methods must assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's appraisal results.*

3-1.3 Application. *The department of civil service shall establish procedures for persons seeking positions in the classified service.*

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Rule 3-2 Applicant Pools and Recall Lists

3-2.1 Applicant Pool. *The department of civil service may establish and maintain applicant pools. The department of civil service may divide applicant pools by geographic area, organizational unit, occupational specialty, type of appointment, or other criteria. The state personnel director shall issue regulations for the duration and use of applicant pools. A person's eligibility to remain in an applicant pool or to be referred for a position is determined under the civil service rules and regulations in effect at the time the department of civil service refers names of qualified applicants to an appointing authority.*

* * *

3-2.3 Recall Lists. *An employee is eligible to be placed on a recall list only if the employee (1) gained status from an indefinite appointment and (2) is laid off, demoted, or otherwise displaced for reasons of administrative efficiency. Recall lists are not created or maintained for classifications that are protected from the application of employment preference in rule 2-5 or applicable regulations.*

* * *

Rule 3-3 Appointments and Job Changes

3.3.1 Process. *All appointments, promotions, and job changes in the classified service must be made in accordance with the civil service rules and regulations. Any person appointed or promoted must be certified as qualified in accordance with and subject to the civil service rules and regulations.*

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The state personnel director shall administer the certification of all appointments and promotions.

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3. DEFINITIONS

A. Civil Service Rule Definitions

1. ***Applicant** means person who requests to participate in an appraisal process.*
2. ***Applicant pool** means a group of applicants whom the department of civil service has determined to be qualified.*
3. ***Candidate** means a qualified person who requested to be considered for appointment to a specific position in the classified service and who was considered by the appointing authority.*
4. ***Candidate pool** means qualified persons considered for a position.*

B. Additional Definition Used in This Regulation

1. ***Agency created applicant pool** means a group of applicants who have been recruited by an agency using appropriate methods to ensure equal employment opportunity.*

4. STANDARDS

A. Recall

1. The appointing authority must obtain a recall list report (ZP106) from the Human Resources Management Network (HRMN).
2. All recall names must be cleared in accordance with regulation 3.07, Appointments and Job Changes.

B. Recruitment

1. An appointing authority may use any appropriate method to recruit and contact applicants for a position vacancy that ensures equal employment opportunity for a qualified applicant pool.

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- a. The civil service vacancy posting website is the primary method for recruiting for vacancies when filling a position from an agency created applicant pool. Exceptions to its use are listed in the State of Michigan Applicant Recruitment Strategies.
 - b. The Department of Civil Service shall develop and maintain an overall recruitment strategy and plan to assist agencies in obtaining candidates. In addition to the primary source of applicants identified by the State of Michigan Applicant Recruitment Strategies, other recruitment activities may be used, for example, partnerships with schools, community service agencies, trade and vocational organizations, and community organizations (e.g., Urban League, NAACP, minority and women's professional or fraternal associations, etc.); use of premium job boards and recruitment firms.
2. Appointing authorities shall ensure equal employment opportunity consistent with civil service rules and regulations.
3. In the recruitment process, consistent job-related information must be provided. Information may include, for example, the following:
 - a. Proper civil service position title, classification level, and working title, if different.
 - b. A brief description of the job duties, responsibilities and working conditions.
 - c. Qualifications or special requirements needed for the position.
 - d. Salary.
 - e. Employee status code.
 - f. Job location.
4. A minimum of 7 calendar days from the date of contact is recommended for applicants to respond.

C. Applicant Screening

1. An agency may conduct a preliminary screening of applicants to reduce the size of the applicant pool to an acceptable number of candidates.
2. The screening may be random or based on screening criteria.

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3. The screening criteria must be job-related and ensure equal employment opportunity.
4. An applicant who has been disqualified from the selection process for any reason specified in civil service commission rules can not be considered as a viable candidate in any applicant pool.

D. Candidate Credential Reviews

1. The Department of Civil Service shall conduct credential reviews in the following circumstances:
 - a. For classifications not preauthorized for credential review by the appointing authority.
 - b. To approve other combinations of education and experience.
 - c. When the appointing authority requests assistance for conducting credential reviews for classifications for which they have preauthorized authority.
 - d. When the appointing authority does not have approval by the Department of Civil Service to conduct preauthorized credential reviews.
2. The Department of Civil Service authorizes appointing authorities to conduct credential reviews when recruiting for specific jobs in predetermined classifications (See State of Michigan Applicant Recruitment Strategies).
 - a. The appointing authority may nominate one or more persons to act as agency credential reviewers.
 - b. The Department of Civil Service conducts training for agency staff assigned to this process.
 - c. An appointing authority cannot conduct credential reviews until it has received adequate civil service training. Additional periodic training may be provided at any later date to ensure quality and accuracy.
 - d. The appointing authority shall document their candidate credential reviews.

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- e. Failure to comply with established standards may result in cancellation of the credential review authorization.
3. If after conducting a credential review, an appointing authority does not believe an applicant or candidate qualifies for a classification, and the issue is raised by the applicant or candidate, it shall be submitted to the Department of Civil Service for an official determination. That official determination may be appealed in accordance with regulation 8.02.

E. Evaluation of Candidates

1. An appointing authority may evaluate and verify the qualifications of candidates using any appropriate selection methods, as permitted by law. Examples of appropriate methods include, but are not limited to, the following:
 - a. Job/person fit measures.
 - b. Background investigations.
 - c. Assessment of applicants' education, training, and experience.
 - d. Formal job performance evaluations from current and previous jobs.
 - e. Structured interviews.
 - f. Job simulations.
 - g. Performance tests.
 - h. Physical agility tests.
 - i. Reference checks.
 - j. Supplemental written or electronic tests.
2. Evaluation methods and criteria must be job-related. To the extent practical, an agency shall utilize the same, or substantially similar, selection methods and criteria, and elicit the same, or substantially similar, pertinent, job-related information for all candidates. Civil service staff shall provide assistance in the development or use of any additional evaluation methods, if requested.
3. All non-selected candidates who are contacted for any evaluation by an appointing authority must be notified, at the conclusion of the selection process that they are not selected or, a particular vacancy will not be filled.

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F. Selection of Noncareer Employees

The selection of noncareer employees does not require a full evaluation process. Documentation for the selection of noncareer employees should include a current, approved position description, documentation that recall records were checked, and the evaluation of the selected candidate compared to the rating criteria used.

G. Certification of Appointment

1. A requisition using PA42.1 in the HRMN must be created.
2. The appointment of the selected candidate is certified by completing the Requisition Applicant Form (XP43.1) in the HRMN. The "Date" field on this form will be used to enter the date of the appointment. The "Applied" field on this form will be used to enter the date of the credential review for all sources except RECALL, and UAW TXFR. For these sources, enter the date of the Recall or UAW Transfer Report in this field. The "Source" field must reflect the source from which the candidate was selected.

H. Documentation

1. An appointing authority shall maintain accurate documentation for all steps of the selection process for at least 3 years from the completion of the selection process. Documentation to be retained must include, if used:
 - a. A current, approved position description, including any approved special requirements (e.g., current selective position requirements).
 - b. Methods used to notify applicants of a vacancy, a selection, or a decision not to fill a vacancy.
 - c. Verification that recall obligations have been met.
 - d. Applications or resumes of candidates evaluated.
 - e. Interview questions, final completed rating forms, if used, or other selection documentation.
 - f. Results of other selection methods used (e.g., performance tests, reference checks, job simulations).

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- g. Evaluation of the selected candidate compared to the selection criteria used.
- h. Documentation verifying that the candidate selected for the position meets the educational and experience qualifications and any special requirements for the job. Such verification must be made before the appointment. Appointing authorities shall notify the Department of Civil Service if it appears that applicants may have misrepresented their credentials.
- i. Documentation verifying that all non-selected candidates who were contacted for any evaluation were notified that they were not selected or that the vacancy was not filled.

I. Compliance

- 1. The 3-year documentation retention period begins once all candidates who were contacted for an interview or other assessment are notified of the outcome of the selection process.
- 2. The selection process is subject to audit.
- 3. Appointing authorities shall cooperate in the investigation and participate in the defense of their selection methods.

5. PROCEDURE

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	<ul style="list-style-type: none"> 1. Determines if there are any recall, posting, or transfer obligations required by collective bargaining agreements. 2. Requests recall list. 3. Determines if there are any EEO considerations or requirements to be met. Conducts additional recruitment, as necessary, using tools available (see standard B.).

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4. Collects resumes and applications from interested applicants.

Responsibility (cont.)

Action (cont.)

Appointing Authority

5. Screens applicants in accordance with standards B., C., and D.

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6. Determines if applicant has an existing record in the HRMN database (PA31.1) with an "active" status (A1) code.

NOTE: Applicants having a status code of S1 (complete sanction) may not be considered for any vacancy, in accordance with standard C.4.

7. Conducts credential reviews in accordance with standard D. for candidates the agency wants to consider in order to determine candidates' eligibility based on the minimum requirements.

Appointing Authority

8. Schedules and conducts job-related assessment of the candidates in accordance with standard E.
9. Makes selection in accordance with agency procedures.
10. Contacts selected candidate and makes contingency offer of employment, pending acceptance of offer and passing of drug test, if one is required.
11. Certifies the appointment of the selected candidate in the HRMN.
12. Appoints the selected candidate in accordance with civil service regulation 3.07, Appointments and Job Changes.
13. Notifies the non-selected candidates. (See standard E.3.)
14. Retains documentation in accordance with standard H.

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15. May conduct an audit of selection activities for compliance with civil service rules and regulations.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.